

National Park Service
Independence National Historical Park

Special Events Office
143 South 3rd Street
Philadelphia, PA 19106
Phone: 215-597-9205 Fax: 215-597-0042
Email: inde_permits@nps.gov



Application for Special Park Use
Wedding Photography

Please supply the information requested below. Allow **AT LEAST** four (4) business days for processing. A non-refundable **processing fee** of \$25.00 should accompany this application along with the prescribed **location fee (outlined on page two (2) of this application)**. If the application is approved, an unsigned permit will be sent to you listing specific terms and conditions for your photo shoot. Upon receipt, you must sign the proposed permit and return it to the park. Your signature and acceptance of the permit certifies your understanding and acceptance of all terms and conditions applied to it. A permit will then be issued after you have accepted the terms and conditions and it is counter signed by the park Superintendent.

Applicant:	Photographer:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
Email:	Email:

1. Date Requested: _____
2. Time Requested (1 hour blocks on the hour and half hour): _____
Second Choice (If first is not available): _____
3. Location Requested: _____
Second Choice: _____

Choose from the following 9 park locations: 1. Magnolia Garden 2. Rose Garden 3. 18th Century Garden 4. Benjamin Rush Garden (sometimes referred to as the Bishop White Garden) 5. Steps and lawn area on the south side of 2nd Bank (UNAVAILABLE DUE TO CONSTRUCTION) 6. Dock Creek (lawn area on the south side of Carpenters' Hall between 3rd and 4th Streets.) 7. Front Steps of the First Bank 8. Washington Square (vicinity of the Tomb of the Unknown Soldier excluded) 9. Behind the Merchants' Exchange

4. Number of persons on site: 1-10 _____ 11-30 _____ over 30 _____

I hereby state that the above information given is complete and correct and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant entity and the project described above. I further agree to abide by all terms and conditions ascribed to this permit.

Applicant Signature: _____ **Print Name:** _____ **Date:** _____

Note: this is an application only, and does not serve as permission to conduct any use of the park. Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashier's check or money order made payable to Independence National Historical Park. Refer to the Commercial Filming Fee Schedule to determine the application fee. Credit card payments cannot be accepted. Application and administrative charges are non-refundable. This completed application should be mailed to the Park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent to you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

Notice to Customers Making Payment by Personal Check: When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees by the National Park Service (31 U.S.C. 7701) Information from the application may be transferred to appropriate Federal, State, local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2465), Washington, D.C. 20240

Additional Wedding Photography Application Information

1. All permits are issued by the park Special Events Office, 143 South Third Street, Philadelphia, PA 19106. Telephone: (215) 597-9205, Fax: (215) 597-0042, E-mail: inde_permits@nps.gov

2. The park charges a **\$25.00 permit application fee** to cover the costs associated with processing, scheduling and monitoring wedding photography permits. Additionally, Public Law 106-206 requires the park to collect **location fees** for filming and photography. The location fee for wedding photography permits is determined by the number of persons involved in the filming activity according to the following scale: **1 – 10 persons: \$50, 11 – 30 persons: \$150, and over 30 persons \$250.** The completed permit application, along with a check for the application fee and location fee made out to **Independence National Historical Park** and should be sent to the Special Events Office at the above address. Allow a minimum of 4 business days for processing. Permits are processed on a first come first served basis. Incomplete applications and/or applications that are received without the required payment will not be processed. Permit application charges are nonrefundable.

3. Wedding photography applicants are limited to only one of the following 9 locations in the park: the Magnolia Garden, Rose Garden, 18th Century Garden, 18th Century Garden, Benjamin Rush Garden (sometimes referred to as the Bishop White Garden), south steps and lawn area of the Second Bank of the United States (permit does not include the north side and/or the Chestnut Street steps/visitor entrance to the building), front steps of the First Bank of the United States, the lawn area on the south side of Carpenters' Hall between 3rd and 4th Streets, Washington Square (vicinity of the Tomb of the Unknown Soldier excluded) and behind (east façade) of the Merchants' Exchange Building (currently under scaffolding) (permit holder may not go behind or move the chain at the foot of the steps). A map of the approved areas is provided. Wedding photography is not permitted in any other areas of the park. Permits are limited to one hour.

4. The Permittee is required to comply with all applicable federal, state, and local laws, ordinances, regulations, codes, permit requirements, and conditions as well as park regulations contained in Title 36 of the Code of Federal Regulations.

5. This permit is granted in consideration of and upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury to any person or property of any kind whatsoever, whether to the person or property of the Permittee or third parties, from any cause whatsoever arising from any activities conducted pursuant to the terms of the permit, and the Permittee hereby covenants and agrees to indemnify, defend and save and hold harmless the United States, its agents and employees from all such liabilities, judgments, expenses and costs on account of or by reason of any injuries, deaths, liabilities, claims, suits or losses however occurring or damages arising out of the same.

6. The Permittee will be held liable for any damage to park property arising out of this permit.

7. Permit may not be transferred to another party.

8. Issuance of a permit does not guarantee exclusive use of an area. The area for which the permit is issued will remain open to the public during park visiting hours. Permit activities must not interfere with park visitors.

9. The release of helium balloons within the park is prohibited.

For Agency Use Only:

APPLICATION FEE _____ LOCATION FEE: _____ DATE PAID _____

Independence National Historical Park Wedding Photo Locations

